

JOB POSTING
Member Relations & Safety Assistant
August 4, 2015

Position Reports to: Member Services Coordinator

Ministry with Community (MwC), a Kalamazoo based non-profit whose mission is to empower people to make positive life changes, is seeking a skilled Member Relations & Safety Assistant to join their team! Ministry with Community serves people (members) experiencing homelessness, poverty, mental illness, addiction and other personal crises. The Member Relations & Safety Assistant will assist members in accessing all services within the agency, while being proactive in resolving any safety concerns throughout the building.

Essential Functions:

- Supports and upholds MwC community expectations in a timely fashion, using excellent conflict management skills.
- Works to establish effective relationships with our members.
- Ability to be proactive; to see and deal with potential safety issues before they arise.
- Assists members, volunteers, and donors at the front desk.
- Complete and file Incident Reports as necessary.
- Assists with custodial duties as needed.

Desirable Characteristics:

- Excellent people skills: approachable, good listener, relates well to all types of people.
- Experience working with diverse populations.
- Able to effectively and patiently handle potentially.
- Demonstrated ability to communicate, both verbally and in writing.
- Patience and passion for serving people struggling with homelessness, poverty, mental illness and other challenges; understanding and compassion towards our members.

Qualifications:

- 18 years of age or older.
- At least one year of direct care human service and/or customer service experience.
- At least one year of security-type experience.
- Ability to effectively use a computer and Microsoft software.
- Ability to be on one's feet for extended periods of time.

Hours: Part-Time Position, hours will vary during open facility hours 6:30AM-5:30PM, 7days/week
(must be available some weekends and holidays)

Wage: \$8.50/hour

This position requires mandatory drug screening and a background check.

To Apply: Please submit your resume and letter of interest to:
Member Services Coordinator, 440 N. Church Street, Kalamazoo, MI 49007
or email admin2@ministrywithcommunity.org
Please apply by September 1, 2015

NO PHONE CALLS PLEASE

M/F/D/V
